

**DEPARTMENT OF CRIME CONTROL AND PUBLIC SAFETY  
STATE HIGHWAY PATROL  
TRAINING SECTION**

Program Records Retention and Disposition Schedule

The Program Records Retention and Disposition Schedule and retention periods governing the records series listed herein are hereby approved. In accordance with the provisions of Chapters 121 and 132 of the General Statutes of North Carolina, it is agreed that the records of the

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do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention and disposition instructions specified in this schedule. However, records subject to audit or those legally required for ongoing official proceedings must be retained until released from such audits or official proceedings, notwithstanding the instructions of this schedule.

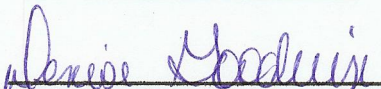
The Department of Crime Control and Public Safety and the Department of Cultural Resources agree that certain records series have minimal administrative, reference, or historical value. When the custodian of any official State records certifies to the Department of Cultural Resources that such records have no further use or value for official and administrative business and when the Department certifies that such records appear to have no further use or value for research or reference, then such records may be destroyed or otherwise disposed of by the agency having custody of them. As part of its program operations the Department of Crime Control and Public Safety agrees to establish and enforce internal policies. The policy will specify how long those records must be retained and when they must be destroyed.

E-mail messages sent or received by Executive Branch agencies shall be retained for 10 years pursuant to Executive Order No. 18 (issued July 7, 2009 by Governor Beverly Perdue) and as set forth in G1 of the General Schedule for State Agency Records. Any E-mail messages requiring retention longer than 10 years, including those with permanent historical value, shall be designated with specific retention periods in this program records schedule. **Public records including electronic records not listed in this schedule or in the General Schedule for State Agency Records are not authorized to be destroyed. The**


**TRAINING SECTION**

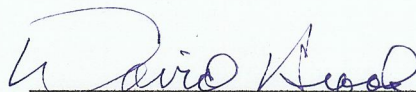
agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

**APPROVAL RECOMMENDED**

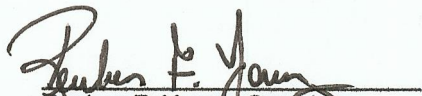



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**APPROVED**

  
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Linda A. Carlisle, Secretary  
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April 18, 2011

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**DEPARTMENT OF CRIME CONTROL AND PUBLIC SAFETY  
STATE HIGHWAY PATROL  
TRAINING SECTION  
DIRECTOR'S OFFICE**

**ITEM 22414. Correspondence File.** Correspondence and memorandums in paper and electronic formats, including e-mail, concerning operational matters of the Training Section. File also includes inquiries received from law enforcement agencies regarding training programs and facilities. (Comply with applicable provisions of G.S. 132-1.6 and G.S. 132-1.7 regarding confidentiality of emergency response plans and sensitive security information.)

**DISPOSITION INSTRUCTIONS:** Retention of e-mail records in this series is governed by G1 of the General Schedule for State Agency Records, which requires that e-mail be retained for 10 years pursuant to Executive Order No. 18 issued July 7, 2009 by Governor Beverly Perdue. Destroy in office remaining paper and electronic records after 10 years.

**ITEM 49189. Intranet Training Records (Electronic) File.** Records concerning the training log of agency personnel. Fields include the name of the trainee, date the training took place, number of hours trained, location, instructor's name, and grade.

**DISPOSITION INSTRUCTIONS:** Update routinely. Retain in office permanently.



**DEPARTMENT OF CRIME CONTROL AND PUBLIC SAFETY  
STATE HIGHWAY PATROL  
TRAINING SECTION  
ACCIDENT INVESTIGATION**

**ITEM 49186. Accident Investigator Training.** Records concerning the training of investigation of accidents. File includes correspondence instructor request and remedial training records and other related records.

**DISPOSITION INSTRUCTIONS:** Retain remedial training records in office permanently. Destroy in office remaining records after 2 years.

**DEPARTMENT OF CRIME CONTROL AND PUBLIC SAFETY  
STATE HIGHWAY PATROL  
TRAINING SECTION  
ADMINISTRATION**

**ITEM 49151. In-Service Training File.** Records concerning the yearly standard training of uniformed Highway Patrol members. File includes correspondence curriculums and course critiques.

**DISPOSITION INSTRUCTIONS:** Destroy records for course critiques in office after 1 year. Destroy in office records after 2 years.

**ITEM 49154. North Carolina Criminal Justice Education and Training Standards Commission File.** Records in paper and electronic formats concerning instructions and updates from the Commission regarding Basic law Enforcement Training programs.

**DISPOSITION INSTRUCTIONS:** Destroy in office paper and electronic records after 2 years.



**DEPARTMENT OF CRIME CONTROL AND PUBLIC SAFETY  
STATE HIGHWAY PATROL  
TRAINING SECTION  
BASIC TRAINING AND OPERATIONS  
ARMORY**

**ITEM 49155. Mobile Field Force File.** Records concerning the emergency response team.  
File includes rosters, assignments and assignments.

**DISPOSITION INSTRUCTIONS:** Destroy in office after 3 years.

**ITEM 49156. Lead Exposure Monitoring.** Records concerning testing for lead of Highway Patrol members exposed to lead in armory. (Comply with applicable provisions of 42 USC 1320d-2(d)(2) of the Health Insurance Portability and Accountability Act (HIPAA) regarding the confidentiality of medical records.)

**DISPOSITION INSTRUCTIONS:** Destroy in office after 40 years, or 20 years after member's employment is terminated whichever is longer.

**DEPARTMENT OF CRIME CONTROL AND PUBLIC SAFETY  
STATE HIGHWAY PATROL  
TRAINING SECTION  
BASIC TRAINING AND OPERATIONS  
BASIC SCHOOL**

**ITEM 725. Basic School Training File.** Records concerning North Carolina State Highway Patrol basic training. File includes academics information, curriculum, instructor requests, fitness tests and staff information. File also includes correspondence cadet guide and other related records. (Comply with G.S. 126-22 – 29 for confidentiality of personnel file.)

**DISPOSITION INSTRUCTIONS:** Destroy in office 5 years after employment ends. Transfer records currently held in the State Records Center immediately to the custody of the Archives.

**ITEM 22419. Enrollment (Veterans Administration (VA) Education Benefits) File.** Records indicating enrollment and certification of attendance in Basic Schools under the VA Educational Benefits Program. File also includes listing of cadets. (Comply with G.S. 126-22 – 29 for confidentiality of personnel file.)

**DISPOSITION INSTRUCTIONS:** Destroy in office after 2 years.



**DEPARTMENT OF CRIME CONTROL AND PUBLIC SAFETY  
STATE HIGHWAY PATROL  
TRAINING SECTION  
BASIC TRAINING AND OPERATIONS  
DRIVER TRAINING**

**ITEM 49162. Drivers Training File.** Records concerning the training of Highway Patrol and probationary members in defensive tactics, high speed chases and Pursuit Intervention Technique (PIT) maneuvers. File includes correspondence instructor requests, In-Service curriculum, basic motor vehicle training and other related records.

**DISPOSITIOIN INSTRUCTIONS:** Destroy in office after 2 years.

**DEPARTMENT OF CRIME CONTROL AND PUBLIC SAFETY  
STATE HIGHWAY PATROL  
TRAINING SECTION  
DEFENSIVE TACTICS**

**ITEM 49158. Use of Force Board File.** Correspondence by the Use of Force Board concerning officer's using force on violators. File includes correspondence and other related records.

**DISPOSITION INSTRUCTIONS:** Destroy in office after 3 years.

**ITEM 49159. Defensive Tactics Training File.** Records concerning defensive tactics, Pressure Point Control Tactics (PPCT), ground defense, baton training, verbal judo, and other training.

**DISPOSITON INSTRUCTIONS:** Destroy in office after 2 years.



**DEPARTMENT OF CRIME CONTROL AND PUBLIC SAFETY  
STATE HIGHWAY PATROL  
TRAINING SECTION  
EMERGENCY MEDICINE**

**ITEM 22416. Emergency Medical Training File.** Records concerning training for emergency medicine. File includes correspondence EMT In-Service records, Cardiopulmonary Resuscitation (CPR) training records and Bloodborne Pathogen training records and other related records. (Comply with applicable provisions of G.S. 132-1.6 and G.S. 132-1.7 regarding confidentiality of emergency response plans and sensitive security information.)

**DISPOSITION INSTRUCTIONS:** Destroy in office Bloodborne Pathogen training records after 3 years. Destroy in office remaining records after 2 years.

**ITEM 49163. Emergency Medicine Training (EMT) Certification.** Certification for emergency medical training.

**DISPOSITION INSTRUCTIONS:** Destroy in office after 5 years.

**DEPARTMENT OF CRIME CONTROL AND PUBLIC SAFETY  
STATE HIGHWAY PATROL  
TRAINING SECTION  
FIELD TRAINING OFFICE**

**ITEM 49160. Field Training Office Programs File.** Records concerning Probationary Trooper's training. File includes critiques, eleven month reviews, summary, task worksheets and other related records. (Comply with provisions of G.S. 126-22 – 29 regarding confidentiality of personnel records.)

**DISPOSITION INSTRUCTIONS:** Transfer records after 3 years of receipt of record to personnel file.



**DEPARTMENT OF CRIME CONTROL AND PUBLIC SAFETY  
STATE HIGHWAY PATROL  
TRAINING SECTION  
FIRST LINE SUPERVISOR**

**ITEM 49161. First Line Supervisor Training Files.** Records in paper and electronic formats concerning the yearly standard training of uniformed members. File includes the course lesson plans, class roster and course curriculums. (Comply with provisions of G.S. 126-22 – 29 regarding confidentiality of personnel records.)

**DISPOSITION INSTRUCTIONS:** Destroy in office 25 years after date of training.

**DEPARTMENT OF CRIME CONTROL AND PUBLIC SAFETY  
STATE HIGHWAY PATROL  
TRAINING SECTION  
IN-SERVICE  
CANINE TRAINING**

**ITEM 49187. Canine Training File.** Records concerning training of a canine. File includes correspondence curriculum, lesson plan, training materials and logistics records for the canine.

**DISPOSITION INSTRUCTIONS:** Destroy in office after 2 years.

**ITEM 49188. Canine Health File.** Records concerning canine health.

**DISPOSITION INSTRUCTIONS:** Destroy in office 1 year after canine is removed from service.



**DEPARTMENT OF CRIME CONTROL AND PUBLIC SAFETY  
STATE HIGHWAY PATROL  
TRAINING SECTION  
IN-SERVICE  
CIVILIAN TRAINING**

**ITEM 49167. North Carolina Sheriff's Education and Training File.** Records concerning the training and education of North Carolina Sheriffs to non-uniformed persons. (Comply with provisions of G.S. 126-22 – 29 regarding confidentiality of personnel records.)

**DISPOSITION INSTRUCTIONS:** Destroy in office 5 years after employment ends.

**ITEM 49169. School Director File.** Records received and sent by the Director of the North Carolina Highway Patrol Training School. File includes correspondence and course management guide/commission handbook.

**DISPOSITION INSTRUCTIONS:** Retain in office permanently.

**ITEM 49172. Criminal Information Identification Section (CIIS) Training File.** Records concerning training for Telecommunicators under Criminal Information Identification Section (CIIS). File includes correspondence terminal agency coordinator (TAC) records, criminal history logs, National Instant Criminal Background Check System logs, and completed Criminal History Logs form CL-64. (Comply with the provisions in G.S. 132.1.4 for confidentiality of criminal investigation records.)

**DISPOSITION INSTRUCTIONS:** Destroy in office after 2 years.

**ITEM 49174. Radio Communications Training File.** Records concerning communications and use of Highway Patrol radio frequencies, official codes and logistics maps.

**DISPOSITION INSTRUCTIONS:** Destroy in office when superseded or obsolete.

**ITEM 22424. Basic School Training for Telecommunicators.** Records concerning training in basics of the Highway Patrol for non-uniformed persons. File includes correspondence curriculum course evaluations, rosters, student guide, instructor requests, staff records, graduation records and other related records. (Comply with provisions of G.S. 126-22 – 29 regarding confidentiality of personnel records.)

**DISPOSITION INSTRUCTIONS:** Retain in office rosters permanently. Destroy in office remaining records after 2 years.



**DEPARTMENT OF CRIME CONTROL AND PUBLIC SAFETY  
STATE HIGHWAY PATROL  
TRAINING SECTION  
IN-SERVICE  
CIVILIAN TRAINING**

**ITEM 49178. In-Service Telecommunicator School Training File.** Records concerning yearly standard training for non-uniformed persons. File includes correspondence curriculum, course evaluations, rosters and instructor requests. (Comply with provisions of G.S. 126-22 – 29 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Retain in office rosters permanently.  
Destroy in office remaining records after 2 years.

**ITEM 49179. North Carolina Sheriff's Standards Course for Civilians File.** Records concerning the training for non-uniformed persons on professional standards by sheriffs. File includes correspondence curriculum, course instructor certifications, completed practicum evaluation forms, copy of grades received from commission and other related records. (Comply with provisions of G.S. 126-22 – 29 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Retain in office rosters permanently.  
Destroy in office remaining records after 2 years.

**ITEM 49180. Clerical Personnel Training File.** Records concerning training for clerical personnel. File includes training committee correspondence, uniformed member training records (rosters, lesson plans, curriculum, and course evaluations) and Systems, Applications and Products (SAP) training records (correspondence and roster).

DISPOSITION INSTRUCTIONS: Retain remaining rosters in office permanently. Destroy in office remaining records after 2 years.

**ITEM 49181. Mechanics Training File.** Records concerning the training of mechanics in the Highway Patrol on inspections, on-board diagnostics (OBD) training and GM/Dodge/Ford training. File includes correspondence information sharing workshop records and rosters.

DISPOSITION INSTRUCTIONS: Retain in office rosters permanently.  
Destroy in office remaining records after 2 years.

**ITEM 49182. Radio Engineers Training File.** Records concerning the training of non-uniformed persons on tower climbing certification, and Verifiable Integrated Processor Automatic Calling Unit 1000/Automatic Calling Unit Wide Area Information Server (Viper ACU1000/ACU WAIS). File includes correspondence rosters, information sharing workshop records.

DISPOSITION INSTRUCTIONS: Retain in office rosters permanently.  
Destroy in office remaining records after 2 years.

**DEPARTMENT OF CRIME CONTROL AND PUBLIC SAFETY  
STATE HIGHWAY PATROL  
TRAINING SECTION  
IN-SERVICE  
CIVILIAN TRAINING**

**ITEM 49183. Auto Body Mechanics Training File.** File includes correspondence, information sharing workshop records and rosters.

**DISPOSITION INSTRUCTIONS:** Retain rosters in office permanently.  
Destroy in office remaining records after 2 years.



**DEPARTMENT OF CRIME CONTROL AND PUBLIC SAFETY  
STATE HIGHWAY PATROL  
TRAINING SECTION  
SPECIALIZED TRAINING  
DRUG RECOGNITION EXPERT**

**ITEM 49166. Drug Recognition Expert File.** Records concerning the training of Highway Patrol to recognize drugs. File includes correspondence training materials and other related records.

**DISPOSITION INSTRUCTIONS:** Destroy in office after 2 years.

**DEPARTMENT OF CRIME CONTROL AND PUBLIC SAFETY  
STATE HIGHWAY PATROL  
TRAINING SECTION  
SPECIALIZED TRAINING  
EXECUTIVE PROTECTION**

**ITEM 49165. Executive Protection Training File.** Records concerning the training of Highway Patrol tactics use to protect executives. File includes correspondence class rosters and other related records.

**DISPOSITION INSTRUCTIONS:** Retain rosters in office permanently. Destroy in office remaining records after 2 years.

**DEPARTMENT OF CRIME CONTROL AND PUBLIC SAFETY  
STATE HIGHWAY PATROL  
TRAINING SECTION  
SPECIALIZED TRAINING  
FORENSICS TEST FOR ALCOHOL**

**ITEM 22415. Alcohol Operators Training File.** Records concerning the training of Highway Patrol on the testing and operation of equipment. File includes rosters, curriculums, correspondence and failure notices, basic school memorandum, special orders, EC/IR II Intoximeter permits and Alcohol Screening Test Device – Field Sobriety Test (ASTD-FST) permits. (File is used as a reference in verifying attendance, satisfactory completion of courses, and certification number of operators.)

**DISPOSITION INSTRUCTIONS:** Retain Basic School memo and ASTD-FST permits in office permanently. Destroy in office remaining records after 2 years.



**DEPARTMENT OF CRIME CONTROL AND PUBLIC SAFETY  
STATE HIGHWAY PATROL  
TRAINING SECTION  
SPECIALIZED TRAINING  
MOTOR CARRIER ENFORCEMENT**

**ITEM 49164. Motor Carrier Enforcement Office File.** Records concerning training for motor carrier enforcement for uniformed members of the Highway Patrol and for field trainers. File contains correspondence critiques, field training applications and oral interview board results, and approvals and disapprovals for the field training program rosters and other related records.

**DISPOSITION INSTRUCTIONS:** Retain rosters in office permanently. Destroy in office applications and oral interview board results after 1 year. Destroy in office remaining records after 2 years.

**DEPARTMENT OF CRIME CONTROL AND PUBLIC SAFETY  
STATE HIGHWAY PATROL  
TRAINING SECTION  
SPEED MEASURING INSTRUMENT**

**ITEM 49157. Speed Measuring Instrument (SMI) Certification File.** Records concerning the Speed Measuring Instrument (SMI) quality and accuracy.

**DISPOSITION INSTRUCTIONS:** Destroy after disposition of the equipment.

**DEPARTMENT OF CRIME CONTROL AND PUBLIC SAFETY  
STATE HIGHWAY PATROL  
TRAINING SECTION**

- ITEM 22426. Notice of Transfer of Materials and Supplies File.** Form CL-33 used to record transfer of materials and supplies from one location to another.

DISPOSITION INSTRUCTIONS: Function and records transferred to State Highway Patrol, Form Records Retention, Notice of Transfer of Materials and Supplies File (CL-33, Item 22639).

- ITEM 22434. Request for Use of Patrol Vehicle for Official Travel File.** Form HP-312 used to request and receive approval for use of a patrol vehicle for official travel.

DISPOSITION INSTRUCTIONS: Function and records transferred to State Highway Patrol, Form Retention Schedule, Request for Use of Patrol Vehicle for Off-Duty Travel File, (HP-312, Item 22662).

- ITEM 22435. Supervisor Contact File.** Form HP-341 used to record conferences with patrol members designed to improve the individual's performance of duties and to enable supervisory personnel to understand the individual's problems and motivations. (HP-341 is replaced with Performance Record File, (HP-360) and Supervisor Performance Record File, (HP-361).)

DISPOSITION INSTRUCTIONS: Function and records transferred to Performance Record File, (HP-360, Item 48855) and Supervisor Performance Record File, (HP-361, Item 48858).

- ITEM 22438. Personal History Form File.** Form HP-723 used to provide concise information concerning the personal history of members assigned to the Training Section.

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by the General Schedule for State Agency Records.

- ITEM 22439. Transcript of Grades File.** Form HP-725 used to record patrol members' academic record during Basic School. (File is used as a reference in providing a record of grades attained by individual patrol members, educational institutions, and Training and Standards Council.)

DISPOSITION INSTRUCTIONS: Function and records transferred to State Highway Patrol, Form Retention Schedule.

- ITEM 22445. Weekly District Duty Assignment File.** Computer printout of form HP-801 used to record weekly duty assignments for patrol members.

DISPOSITION INSTRUCTIONS: Function and records transferred to State Highway Patrol, Form Retention Schedule Weekly District Duty Assignment Sheet File, (HP-801, Item 22688).



**DEPARTMENT OF CRIME CONTROL AND PUBLIC SAFETY  
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TRAINING SECTION**

**ITEM 22449. Self-Inspection File.** Form CCPS-64 used to record Occupational Safety and Health Administration violations and corrective actions taken or pending.

**DISPOSITION INSTRUCTIONS:** Item discontinued. Superseded by the General Schedule for State Agency Records.